

## REE Performance Management Cycle (Non-SES Employees)

October	November	December
<ul style="list-style-type: none"> <li>Supervisor and employee establish new performance plans by reviewing and updating job functions/standards and establishing new individual goals and set expectations for new cycle that begins 10/1; new performance plans completed, approved, and signed by 10/31.</li> <li>October 1<sup>st</sup> – Performance Plan Establishment Certification Listing will be sent to REE Agencies from HRD</li> </ul>	<ul style="list-style-type: none"> <li>Completed Appraisal/Award packages submitted to HRD for review and processing into NFC.</li> </ul>	<ul style="list-style-type: none"> <li>Performance Plan Establishment Certification Listing are due to HRD by December 31<sup>st</sup></li> <li>Appraisal/Award Packages completed and processed by 12/31.</li> </ul>

January	February	March
	<ul style="list-style-type: none"> <li>February 1<sup>st</sup> - Mid-Year Reminder will be sent to the REE Agencies from HRD</li> </ul>	<ul style="list-style-type: none"> <li>March 1<sup>st</sup> - Mid-Year Review Certification Listing will be sent to the REE Agencies from HRD</li> <li>Supervisors to hold mid-year review sessions</li> </ul>

Supervisor and employee should have ongoing performance feedback discussions/coaching sessions; develop, perform, and monitor objectives and training.

April	May	June
<ul style="list-style-type: none"> <li>Mid-Year Certification Listing will be due to HRD on April 30<sup>th</sup></li> </ul>		

July	August	September
<ul style="list-style-type: none"> <li>Supervisors send out request to employees to start working on their accomplishment reports.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors schedule performance review meeting with employees.</li> <li>August 15th - Performance Appraisal Certification Listing will be sent to the REE Agencies</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors prepares ratings; ratings reviewed/approved by reviewer.</li> <li>Supervisor and employee discuss close-out ratings for cycle ending 9/30.</li> <li>Sept 1<sup>st</sup> - End of Year Guidance will be sent out to the REE Agencies</li> </ul>